

**Valley Collaborative Board of Directors
General Session Meeting Minutes
January 28, 2021
10:01 a.m. – 10:52 a.m.
25 Linnell Circle, Billerica, MA**

Board Members Present: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

Board Members Absent: Mr. Christopher Malone, Dr. Laura Chesson

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Mr. James George, Collaborative Accountant; Ms. Heidi Kriger, Treasurer

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:01 a.m.

Mr. Piwowar welcomed all in attendance and stated for the record that the meeting is being held remotely via Zoom due to the ongoing restrictions and limitations related to COVID-19.

Approval of Minutes

Mr. Timothy Piwowar requested the Board to review the meeting minutes made available for review and asked for a motion relating to the minutes.

On a motion made by Dr. Michael Flanagan and seconded by Dr. Denise Pigeon, a quorum of voters being present, it was voted by roll call vote:

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated December 3, 2020.

The vote was 4-0-2. Yes: Dr. Michael Flanagan, Mr. Everett Olsen, Dr. Jay Lang, Dr. Denise Pigeon. Abstained: Mr. Timothy Piwowar, Mr. Steven Stone

Financial Update

Fiscal Year 2021 Budget Update

Dr. Scott presented to the Board an update regarding the 2020-2021 budget and Collaborative expenses and revenue. The Collaborative projects a reduction in revenue and expenses. Tuition revenue is projected to be down 9% due to lower enrollment due to Covid-19 than originally planned. State contract revenue is down 20%-25% due to a reduction of units. Dr. Scott directed the Board to the memo contained within the Board materials that explained the nature of other

revenue reductions. Due to the decrease in revenue, Dr. Scott explained the numerous cost cutting measures undertaken by the Collaborative, as summarized in the memo within the Board binder. She did explain that the Collaborative does seek additional funds in capital expenses related to technology expenses and needs. The Collaborative seeks a budget amendment. The Board inquired whether enough monies were available for utilities and PPE costs, and whether the Collaborative anticipated funds being returned to member districts at the close of the fiscal year. Dr. Scott explained that the budget remained conservative and that the Collaborative was in a solid financial position with respect to costs, including those related to Covid-19. Dr. Scott and the Board discussed the surplus fund issues and the formula utilized under state regulations relative to collaboratives.

[Mr. Brad Morgan had joined the meeting at 10:05 a.m.]

On a motion made by Mr. Steven Stone and seconded by Mr. Everett Olsen, a quorum of voters being present, it was voted by roll call vote:

VOTED: That the Board of Directors amends the FY2021 Operating Budget, as presented and recommended by the Executive Director.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Denise Pigeon, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through December 2020. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, interest income and ending balances. She also reviewed the OPEB Trust financial information and balances and PARS statements. A written summary report was contained within the Board materials. Ms. Kriger noted a few errors within her written summary reports, which she will fix for the reports to be included within the Collaborative files. There was no further discussion.

On a motion made by Mr. Everett Olsen and seconded by Dr. Michael Flanagan, a quorum of voters being present, with amendments as noted by Ms. Kriger, it was voted by roll call vote:

VOTED: That the Board of Directors accepts the report of the Collaborative Treasurer, as presented at this meeting, and requests that a copy of the report be filed and maintained at the Collaborative.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

Fiscal Year 2022 Budget

Dr. Scott reviewed with the Board the proposed budget for fiscal year 2022, which had been reviewed and discussed previously by the Board at its prior meetings. She again reviewed with the Board the Fiscal Year 2022 Budget Draft Presentation Memo, a copy of which was contained within the Board materials. Mr. Timothy Piwowar asked if there were any further questions or comments by the Board regarding the proposed budget for fiscal year 2022. There was none. Mr. Piwowar asked for a motion relating to the proposed budget.

On a motion made by Mr. Brad Morgan and seconded by Mr. Steven Stone, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors approves the Fiscal Year 2022 Budget, including an Operating Expense Budget for the Collaborative in the amount of \$19,153,912 as presented and recommended by the Executive Director; and requests that the Treasurer certify and transmit the budget for Fiscal Year 2022 to each member district by no later than February 1, 2021.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

On a motion made by Mr. Steven Stone and seconded by Mr. Everett Olsen, a quorum being present, it was voted:

VOTED: That the Board of Directors accepts and approves the tuition rates and fees-for-services for member districts for Fiscal Year 2022 as presented; and requests that the Treasurer certify and transmit the tuition rates and fees-for-services for Fiscal Year 2022 to each member district by no later than February 1, 2021.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

On a motion made by Mr. Steven Stone and seconded by Dr. Michael Flanagan, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors accepts and approves the assessment of surcharges on tuition rates and fees-for-services on non-member districts based on each student enrolled from a non-member district for Fiscal Year 2022 as presented and recommended by the Executive Director; and authorizes the Executive Director to publish the non-member district tuition rates and fees-for services for Fiscal Year 2022.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

Academic Calendars

Dr. Scott reviewed the proposed 2021-2022 School Year calendar.

On a motion made by Mr. Everett Olsen and seconded by Dr. Michael Flanagan, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors approves the academic calendar and the Board meeting dates for the 2021-2022 School Year as presented, and authorizes the Executive Director to post such dates on the Collaborative website.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

On a motion made by Dr. Michael Flanagan and seconded by Mr. Brad Morgan, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors approves the amendment of the 2020-2021 academic calendar as presented to incorporate the Juneteenth state holiday.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

Covid-19 Update

Dr. Scott and Lead Nurse Jessica Scalzi provided the Board with a Covid-19 update as to the Collaborative, including vaccinations and positive cases and ongoing efforts within the Collaborative to address related issues. The Board expressed its appreciation for the effort and attention to the Covid-19 issues. There was no further discussion.

Communications

Dr. Scott directed the Board to the communications contained within the Board materials. There was no further discussion.

On a motion made by Mr. Steven Stone and seconded by Mr. Everett Olsen, a quorum of voters being present, it was voted by roll call vote:

VOTED: To adjourn the Board meeting.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Steven Stone, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:52 a.m.

LIST OF DOCUMENTS USED, DISTRIBUTED AND REVIEWED AT THIS MEETING:

- School Year 2020-2021 Electronic Board Binder for Board Meeting, January 28, 2021

Respectfully Submitted,



Mr. Timothy Piwowar, Chairman

Dated: 5/1/2021